

Open: 08/01/05 - 8:30 AM

Close: 08/11/05 5:00 PM



# CITY OF MIAMI BEACH

## ANNOUNCEMENT OF UNCLASSIFIED POSITION



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### OFFICE ASSOCIATE III

### \$27,923.66 - \$45,099.58 ANNUALLY

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#### NATURE OF WORK

Performs varied responsible, supervisory, clerical or technical work of a specialist nature often involving complex work methods and techniques.

#### MINIMUM REQUIREMENTS

One (1) year experience in a variety of responsible administrative or clerical assignments involving extensive typing. Ability to type 40 correct words per minute. Ability to understand and carry out oral and written instructions. Ability to establish and maintain effective working relationships with other employees and the public.

#### DESIRES

Some proficiency in typing, thorough knowledge of modern office equipment, practices and procedures.

Thorough knowledge of one or more municipal functions, including licensing, personnel, purchasing, storekeeping, record keeping, report writing, court records and procedures, and other similar municipal functions. Knowledge of business arithmetic and English.

Knowledge of City organization, ordinances, laws, rules and regulations; proficient in operating a variety of office machines. Ability to establish and maintain effective working relationships with other employees and the general public.

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Send **2** Detailed Resumes

by close date to:

**NO FAX ACCEPTED**

CITY OF MIAMI BEACH, CITY HALL  
Human Resources Department

1700 Convention Center Drive  
Miami Beach, FL 33139  
or [jobs@miamibeachfl.gov](mailto:jobs@miamibeachfl.gov)

**ATTENTION: OAIII-I**

CLASS NO: **2122**  
UC NO: **0567UO**

**EOE/AA/ADA/VET PEF**